



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE**  
**BOARD OF FUNERAL SERVICES**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF FUNERAL SERVICES</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, September 23, 2014, 10:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
<b>MINUTES APPROVED:</b>	<b>October 28, 2014</b>

**MEETING MINUTES**

**MEMBERS PRESENT**

Chad Chandler, Professional Member, President  
S. Keith Parsell, Professional Member  
Danna Levy, Public Member  
Jane Hovington, Public Member

**MEMBERS ABSENT**

Duwayne Casini, Professional Member  
Mary Byrd, Public Member  
Bill Torbert, Professional Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Kevin Maloney, Deputy Attorney General  
Sheryl Paquette, Administrative Specialist III  
Flora Peer, Administrative Specialist II

**OTHERS PRESENT**

George Short  
Jebb Carrier  
R. Williams

**CALL TO ORDER**

Mr. Chandler called the meeting to order at 10:03 a.m.

**REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the July 22, 2014 meeting. Ms. Paquette described a couple minor changes needed in the minutes. Ms. Gayle MacAfee was in attendance at the July meeting but her name was missing from the minutes, and Mr. Maloney had two minor word changes on Page 4. Mr. Parsell made a motion, seconded by Ms. Levy, to approve the minutes as corrected. By majority vote, the motion carried, with Mr. Chandler and Ms. Hovington abstaining.

**UNFINISHED BUSINESS**

Rules and Regulations – (Reported later in the minutes)

## **NEW BUSINESS**

### **RATIFICATION OF LICENSURE**

#### **La Keya Congo, Funeral Resident Intern**

Ms. Hovington reviewed the report. Ms. Hovington made a motion, seconded by Ms. Levy, to approve the report as presented. By unanimous vote, the motion carried.

#### **William Doherty III, Funeral Resident Intern**

Mr. Parsell reviewed the report. Mr. Parsell made a motion, seconded by Ms. Levy, to approve the report as presented. By unanimous vote, the motion carried.

### **REVIEW OF RESIDENT INTERN REPORTS**

#### **Joshua Schoenberg (4<sup>th</sup> quarterly reports & 4 embalming reports)**

Mr. Parsell reviewed the report. Mr. Parsell made a motion, seconded by Ms. Levy, to approve the report as presented. By unanimous vote, the motion carried.

### **REVIEW OF APPLICATIONS FOR LICENSURE**

#### **Joshua Schoenberg, Funeral Director**

Mr. Parsell reviewed the application. Mr. Parsell made a motion, seconded by Ms. Levy, to approve licensure of Mr. Schoenberg contingent on his passing the state exam. The motion passed unanimously.

#### **Sheila Cue, Funeral Director**

Mr. Parsell reviewed the application. Mr. Parsell made a motion, seconded by Ms. Levy, to approve licensure of Ms. Cue contingent on her passing the state exam. The motion passed unanimously.

#### **Christopher Ambruso, Funeral Director**

Mr. Parsell reviewed the application. Mr. Parsell made a motion, seconded by Ms. Levy, to approve licensure of Mr. Ambruso contingent on his passing the state exam. The motion passed unanimously.

#### **Jebb Carrier, Funeral Director**

Mr. Parsell reviewed the application. Mr. Chandler made a motion, seconded by Ms. Hovington, to approve licensure of Mr. Carrier contingent on his passing the state exam. The motion passed unanimously.

#### **Sara Chandler, Funeral Director**

Mr. Maloney stated that there would not be a quorum for the vote; therefore, Ms. Chandler's application was tabled until the October 28<sup>th</sup> meeting.

#### **Hastings Funeral Home, Funeral Establishment**

Mr. Chandler reviewed the application. Ms. Hovington asked if the owner of the Funeral Establishment can live out of state and she was told 'yes'. Ms. Hovington made a motion, seconded by Ms. Levy, to approve a Funeral Establishment license for the Hastings Funeral Home. The motion passed unanimously.

### **REVIEW OF APPLICATIONS FOR CONTINUING EDUCATION APPROVAL**

None

## **COMPLAINT UPDATES AND CONSENT AGREEMENTS**

### **COMPLAINT UPDATES**

None

## **HEARING OFFICER RECOMMENDATIONS**

Derrick Gore – Board members reviewed the recommendation from the Hearing Officer with Mr. Maloney describing the sanctions. After Board discussion, Mr. Parsell made a motion, seconded by Ms. Hovington, to accept the Hearing Officer Recommendation as written. By unanimous vote, the motion carried.

## **CONSENT AGREEMENTS**

None

### **CORRESPONDENCE**

American Academy/McAllister Institute Administration of the NBE – Mr. Chandler read the letter to the Board.

11<sup>th</sup> Annual Meeting of The Conference (Feb. 25 – 26, 2015 in Dallas, Texas) – The conference notification was passed around to the Board.

### **JOINT SUNSET REVIEW PROCESS**

148<sup>th</sup> General Assembly, 1<sup>st</sup> Legislative Session

Mr. Chandler read the memo from David Mangler to the Board. The memo encourages Boards and Commissions to designate a legislative committee. Mr. Mangler also asked that any proposed legislation be submitted, along with the Boards letter of support and legislative committee contact information, no later than November 14<sup>th</sup>.

Board of Funeral Directors – 2014 Recommendations for Legislation

Mr. Parsell gave an overview of all work done to date on the proposed legislation for new Board member Ms. Hovington, as well as those that were not in attendance at the last meeting. The Board continued to work on all proposed changes or additions to their statutes and rules and regulations.

### **OTHER BUSINESS BEFORE THE BOARD** (for discussion only)

Mr. Parsell asked Ms. Paquette if she invited the Maryland Board of Funeral Services to the meeting and she replied she had, but that she hadn't heard from them.

### **PUBLIC COMMENT**

Member of the public introduced themselves to the Board. Mr. Williams said he wanted to get a feel of the Board. Mr. Chandler welcomed them to the meeting.

### **NEXT MEETING**

The Board scheduled a meeting for October 28<sup>th</sup> to continue to work on the statutory changes. The next Board meeting will be held on Tuesday, October 28, 2014, at 10:00 a.m. in Conference Room B located on the second floor of the Cannon Building at 861 Silver Lake Boulevard, Dover, Delaware.

### **ADJOURNMENT**

There being no further business, Mr. Parsell made a motion, seconded by Ms. Hovington, to adjourn the meeting at 11:28 a.m. The motion to adjourn carried unanimously.

Respectfully submitted,



Sheryl Paquette  
Administrative Specialist III

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*